



REQUEST FOR PROPOSAL INSTRUCTIONS

2015 VOLUNTEER MANAGEMENT REGIONAL TRAINING GRANT

Utah Commission on Volunteers Overview & Purpose

Founded in 1994, The Utah Commission on Service and Volunteerism (UServeUtah) is the state's central coordinating body for service and volunteerism. UServeUtah is responsible for developing, implementing, and sustaining a vision and culture of civic engagement and national and community service within the state. Toward this end, we invest in community-based organizations; convene and mobilize individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; build capacity of programs and agencies through training and technical assistance; and advocate for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs.

Call for Applications

UServeUtah is now accepting proposals for the 2015 Volunteer Management Regional Training grants from Utah non-profit organizations. The goal of these grants is to build capacity of Utah's nonprofits to more effectively and strategically utilize volunteers in both short and long term roles.

Four grants (1 per region) at \$5,000 each will be awarded to Utah non-profit organizations to assist in the development and delivery of a minimum of two trainings in their communities between April and December 2015. Training must be based on the UServeUtah VM Train-the-Trainer course. Grants will be awarded to the following regions:

- South (Washington, Kane, Iron, Beaver, Garfield, San Juan, Grand)
- Wasatch (SLC, Davis, Summit, Wasatch, Utah, Daggett, Tooele)
- Central (Piute, Wayne, San Juan, Emery, Grand, Carbon, San Pete, Sevier, Millard, Juab, Duchesne, Daggett, Uintah, Daggett)
- North (Morgan, Weber, Rich, Cache, Box Elder)

The non-profit organizations will be responsible for:

- Submitting proposals by 5:00 p.m. on Friday, February 27, 2015.
- Matching funds at 100%. The match can be cash or in-kind, or a combination of both.
- Covering all costs incurred by projects until reimbursement from UServeUtah is received. This is a reimbursable grant.

- Tracking all expenses and submitting a detailed invoice to UServeUtah for reimbursement, which will include details on the 100% match requirement.
- Submission of a Semi-final and a Final Report. Report templates will be sent with notification of funding if your proposal is accepted.
- Administering the required pre- and post- tests for all training modules and reporting on the outcomes.
- Gathering and reporting on required demographic information regarding volunteers and volunteer activities from attendees.
- Sharing registration information with UServeUtah and informing attendees they will be receiving a follow-up questionnaire from UServeUtah.
- Providing training and mentoring to nonprofit managers on assessing volunteer needs and matching those needs with the strategic goals of their organization.
- Training nonprofit managers in how to develop relevant, competency based volunteer roles and opportunities that attract and retain high caliber volunteers that address critical social needs in their communities.

Other Criteria

- This training must be advertised to and made available to any nonprofit organization in the geographical region your proposal is targeting.
- Grantees must use trainers certified as Volunteer Management Trainers by UServeUtah.
- Grantees must use curriculum developed by UServeUtah.
- Preference will be given to organizations that provide the complete training more than twice.

Failure to meet all of the above requirements could result in the organization not receiving the grant money.

To be considered for funding, full proposals must be submitted online by 5:00 p.m. (MST) on **February 27, 2015**. Email completed application to lnisbet@utah.gov

Application and Review Timeline

- February 27, 2015 - Applications due
- March 6, 2015 - Grant recipients announced
- March 20, 2015 - Final detailed copy of training schedule and materials due
- April - December 2015 – Volunteer Management Training offered
- July 31, 2015 - Semi-final Reports due
- December 18, 2015 – Final Reports due

All deadlines and requirements must be met to receive grant reimbursements.